

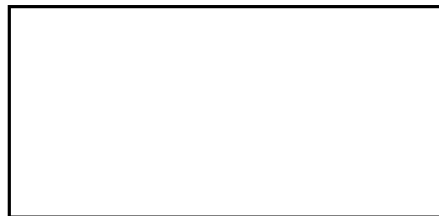
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Report for Week Ending 7 February 1957
From
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

1. At a meeting with [redacted] of the SSA-DD/S Staff, we agreed to request field stations to comment on reducing the overseas reporting burden. A listing of current field reporting requirements will be furnished them. A card index of these reporting requirements, developed from our review of [redacted], has been furnished [redacted]. He plans to have the SSA's for Logistics, Personnel, and the Comptroller review these requirements first before we develop the list for field stations.
2. [redacted] RI/FI Security Officer, was persuaded to test the revised Security Check Officer List during March. A minor revision of the form will be necessary if it's continued use by RI is agreed to.
3. The demand for typewriter platforms has confirmed our estimate of the supply initially needed. Fourteen have been drawn from the Matomic Building supply room alone.
4. Completed four hours of Conference Leadership training.
5. In response to an employee suggestion, proposed to Forms Management Branch the design of a form incorporating the Transmittal Slip and the Priority Tag.

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